

6 September 1955

MEMORANDUM FOR THE RECORD

SUBJECT: Proposed R Transmission and Control of
Classified Matter

2. Recommend that the changes in paragraph 3b(1)(b), page 10, be made as follows:

(b) Outside CIA

- (1) Page ~~14~~¹⁰, line 16, to read: (formerly No. 35-16)
Courier's Classified Mail Receipt, prior.....
- (2) Page ~~14~~¹⁰, line 28, to read: document or material
shall be a Form No. 615 (formerly No. 38-16).
Document.....
- (3) Page ~~14~~¹⁰, line 30, to read: the office initiating
the transmission. Form No. 615 (formerly No. 38-16).

1. Recommend that paragraph 3b(1)(a) be amended to include the use of Form No. 240 (formerly 35-16), Courier's Classified Mail Receipt, for the transmission of Confidential and Secret material within CIA. of the Security Office was contacted regarding this change. He suggested that this change be noted as a part of our concurrence.

Chief, Forms Management Branch